

FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

TIMELINE: October 1, 2007 – September 30, 2008

PROGRAM MISSION STATEMENT (Customer-Focus Direction)

The Bureau of Fire Services, created within the Department of Labor and Economic Growth, was established to provide for the prevention of fires, the protection of persons and property from exposure to the dangers of fire, and to serve the training needs of the state's more than 33,000 fire fighters.

Michigan's Fire Prevention Code, PA 207 as Amended, mandates the State Fire Marshal and Bureau of Fire Services serve as a focal point for matters relating to fire services in the state.

PROGRAM STATEMENT

The vision of the Bureau of Fire Services is to be recognized as one of the premier providers for life safety and fire prevention by developing solutions to fire safety related problems in order to reduce the incidence of fire, fire-related deaths, injuries and property losses, and the subsequent effects of fire on the political, medical, legal, and economic systems in Michigan.

The mission of the State Fire Marshal and the Bureau of Fire Services is to protect lives and property by fostering a fire safe environment through inspections, plan review, enforcement, regulation, fire fighter training, data collection, and public fire education.

FUND SOURCE:

IDG from DCH
Federal DOT
Federal HHS, Title XVII and XIX
Federal FEMA
Corporation Fees
Fire Service Fees
GF/GP

FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

LEGAL BASIS:

Public Act 207 of 1941 as Amended
Public Act 144 of 1941 as Amended
Public Act 291 of 1966 as Amended
Administrative Rules promulgated by the State Fire Safety Board
Federal Register as directed by the Social Security Act
PA 116 of 1973, MCL 722.111 - 722.128 (Child Caring Organizations)
PA 159 of 1990, Sections 380.623a, 380.1263, 380.1267, 380.1274 (Non-instructional School Buildings)
PA 207 of 1941, (Fire Prevention Code)
PA 218 of 1979, MCL 400.701 - 400.737 (Adult Foster Care Facility Licensing Act)
PA 258 of 1974, MCL 330.1001 - 330.2106 (Mental Health Code)
PA 291 of 1966, MCL 29.361 – 29.377 (Fire Fighters Training Council Act)
PA 306 of 1937, MCL 388.851 - 388.855a (School Building Code)
PA 368 of 1978, MCL 333.1101 - 333.25211 (Public Health Code)
State Certified Fire Inspector School (SCFIS): MCL 29.2b and Administrative Rules R29.501 through R29.508
Biennial Review of State Certified Fire Inspectors: MCL 29.2b and Administrative Rules R29.501 through R29.508

CUSTOMER IDENTIFICATION:

Citizens and visitors of the state

Owners and managers of regulated facilities

Architects, engineers and building professionals

Fire Organizations -

Citizen-Community Emergency Response Commission

Southeast Michigan Fire Chiefs Association

International Association of Arson Investigators – Michigan Chapter

International Association of Special Investigative Units

Michigan Arson Prevention Committee

Michigan Fire Service Instructors Society

Michigan Fire Safe Foundation

Michigan Homeland Protection Advisory Council

Michigan Joint Fire Service Council

Michigan State Firemen's Association

Eastern Upper Peninsula Fire Association

International Association of Arson Investigators

International Association of Fire Fighters

International Fire Service Training Association

Michigan Association of Fire Chiefs

Michigan Fire Inspectors Society

Michigan Homeland Protection Board

Michigan Interagency Wildland Fire Protection Association

Michigan Professional Firefighters Union

National Fire Protection Association

FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

State Fire Marshal: The State Fire Marshal serves as the Governor's Policy Advisor in the development and administration of fire service policies, programs and procedures. The State Fire Marshal oversees and directs the activities of the Bureau of Fire Services including plan review for state regulated facilities such as hospitals and schools, fire safety education, fire code enforcement, fire investigation, fire fighter training and certification and fire tracking and reporting.

The State Fire Marshal serves as a statutory member of the State Fire Safety Board, the Fire Fighters Training Council, the Michigan Homeland Protection Board and other state and national advisory boards, commissions and councils. The State Fire Marshal oversees fire and hazard related legislation at the state and national level and seeks funding for state and local programs.

The State Fire Marshal establishes and presents Bureau of Fire Services positions on relevant issues keeping stakeholders apprised. The State Fire Marshal reviews and analyzes rules, reports, and articles to keep abreast of current issues relative to fire, explosives, and hazardous materials. The State Fire Marshal serves as the spokesperson for fire related legislation and participates in the promulgation of rules related to fire safety. The State Fire Marshal has the authority to issue Fire Marshal Bulletins providing for clear direction on fire safety related issues.

The State Fire Marshal directs activities of the Bureau of Fire Services in the application of laws, rules, regulations, guidelines and departmental policies to provide for the prevention of fires and the protection of persons and property from exposure to the dangers of fire. As Bureau of Fire Services administrator, the State Fire Marshal is responsible for developing long range proposals or requirements based on program needs. As administrator, he develops and implements the Bureau of Fire Services budget.

The State Fire Marshal represents the Bureau of Fire Services at meetings with agency staff, legislators, local elected officials, citizens, and special interest groups. These responsibilities include presentations or discussions of programs with the fire service, the fire protection community, and others affected by Michigan's Fire Prevention Code or the Fire Fighters Training Council Act, PA 291 as Amended.

Fire Safety Inspections: The Bureau of Fire Services seeks to assure maintenance of fire safe conditions in regulated facilities through inspections of all new construction, additions or remodeling and annual inspections as required by licensing agreements. Fire Marshal Inspectors survey and inspect for proper installation and maintenance of fire protection features, such as: fire alarm and detection systems, fire suppression systems, construction type, fire separation and fire barriers/compartments, means of egress, interior finish and emergency power.

Bureau of Fire Services regulated facilities currently include:

Adult Foster Care Homes

Hospice Residences

Psychiatric Hospitals

Nursing Homes

Penal Institutions

Schools: K-12, colleges and universities, both public and private

Intermediate Care Facilities for the Mentally Retarded Medicaid Programs

Homes for the Aged

Hospitals

Freestanding Surgical Outpatient Facilities

County Medical Care Facilities

Licensed child care facilities

FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

Field inspections also provide an ongoing evaluation of the effectiveness of applicable fire safety laws and codes. When code-related problems are identified, recommendations may be made through the State Fire Safety Board to update relevant statutes and fire codes.

Adult Foster Care (AFC) Homes: The Bureau of Fire Services conducts fire safety inspections in AFC's (residence of 7 or more persons) prior to the issuance of an initial license and annually thereafter. This year 1110 AFC's received annual fire safety maintenance inspections. Additionally, inspections are conducted for any new construction, additions, remodeling, alterations, conversions or change of licensee in these facilities.

ICF/MR Medicaid: Intermediate Care Facilities for the Mentally Retarded are institutions certified by the federal Centers for Medicare and Medicaid Services (CMS). Fire safety inspections are conducted in these institutions for compliance with the federal CMS Fire Safety Rules. Facilities, which pass fire safety inspection, are "certified" into the federal Medicaid Program and are eligible for federal reimbursement funding. Only one facility currently exists with five separate buildings receiving annual certification during Fiscal Year 2007-08.

Penal Institutions: Fire Marshal Inspectors conduct fire safety inspections of all inmate-occupied facilities. Inspectors conducted 57 fire safety inspections during fiscal year 2007-08 including new construction, additions, and remodeling of state and local correctional facilities in Michigan.

Health Care Facilities: The Fire Marshal Division inspected 2,297 new construction, additions and remodeling of existing facilities as well as 1008 annual inspections of all licensed health care facilities in accordance with state rules for licensing and compliance with federal certification (CMS) rules. Facilities, which pass inspection, are "certified" into the federal Medicare and/or Medicaid Program and are eligible for reimbursement funding.

Schools: Field inspections are conducted on all new construction, additions and remodeling of all K-12 schools, colleges and universities and educational facilities both public and private. School construction inspections in K-12 schools include all non-instructional buildings pursuant to PA 159 of 1990. During 2007-08, field services reviewed 3,485 projects. Current staffing, budget constraints, and the number of school buildings throughout Michigan prevent the Bureau of Fire Services from full compliance with current fire safety requirements.

Places of Public Assemblage: Sections 29.21c and 29.21d of the Fire Prevention Code require annual inspections of places of public assemblage. Places of public assemblage include churches, halls, theaters, restaurants, libraries, malls, stores, and museums. Current estimates show approximately 200,000 places of public assemblage in Michigan. Fire chiefs may handle this responsibility at the local level. Current staffing, levels and the lack of funding, along with the high volume of places of public assemblage in Michigan, prevent annual inspection at the Bureau of Fire Services level.

Centers for Medicare and Medicaid Services Program: The Centers for Medicare and Medicaid Services (CMS) directs activities relating to the Medicare and Medicaid funding provided to licensed health care facilities throughout the state. Health care facilities include Nursing Homes, Hospital Long Term Care Units, County Medical Care Facilities, Hospitals, Critical Access Hospitals, Psychiatric Hospitals, Ambulatory Surgery Centers and Hospice Residences. CMS develops national policies and procedures, which support and assure effective state program administration and beneficiary protection. CMS develops, interprets and applies specific laws, regulations and policies, and directly governs the operation and management of the Medicare/Medicaid Program providing assistance to the State Agency (SA). CMS also measures the performance of the SA.

FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

The Bureau of Fire Services conducts Life Safety Code surveys on behalf of the CMS as prescribed in the Code of Federal Regulation (CFR) for Medicare/Medicaid (M/M) funding.

The Bureau of Fire Services surveyed approximately 420 Nursing Homes during fiscal year 2007-08. Nursing facilities are required by CMS to correct all deficiencies cited at the Bureau/LSC inspection within 60 days of the survey exit date or the enforcement process will begin. The enforcement process includes but is not limited to Denial of Payment for New Admissions (DPNA) and/or daily monetary fines up to and including termination of the provider agreement and discontinuation of all M/M funding.

2007 federal statistics show Michigan Life Safety Code Inspectors cited 8.1 life safety code violations per facility. Within CMS Region V, Michigan is second highest for the average number of deficiencies cited. 2008 federal statistics show Michigan Life Safety Code Inspectors cited an average of 7.5 life safety code deficiencies which is now the highest within CMS Region V.

It is also the responsibility of the State Agency to work with these facilities under special circumstances where justification in the form of a Waiver, Temporary Waiver or Equivalency Concept, could be applied and approved to continue funding if the waiver of such unmet provisions would not adversely affect the health and safety of the residents. It would be the responsibility of the SA to monitor the progress/milestones of the corrective action along with additional safety measures put in place during the waiver period and to report these findings to CMS.

The Bureau investigated approximately 14 Nursing Home fires during fiscal year 2007-2008. It is the responsibility of the State Agency to determine if immediate jeopardy exists in the facility, to scope the possible level of harm the deficiency presents and to assist in determining the need for possible appropriate safety measures up to and including evacuation of residents.

Fire Safety Plan Review: Plan Review staff perform construction plan reviews of all new construction, additions or remodeling of the following regulated facilities and schedules construction project fire safety inspections of facilities licensed pursuant to Public Act 368 of 1978, as Amended (Public Health Code), Public Act 218 of 1979 (Adult Foster Care facilities), and Public Act 116 of 1973 (Child Care Organizations); monitors contract compliance of the State Contractor for the Qualified Fire Inspector Program, and is the Authority Having Jurisdiction for rule interpretation and technical application for this program.

The Fire Marshal Code Administration Division is responsible for the following regulated facilities:

Adult Foster Care Homes	Homes for the Aged
Hospice Residences	Hospitals
Psychiatric Hospitals	Freestanding Surgical Outpatient Facilities
Nursing Homes	County Medical Care Facilities
Penal Institutions	Licensed child care facilities
Schools: K-12, colleges and universities, both public and private	
Intermediate Care Facilities for the Mentally Retarded Medicaid Programs	

FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

Adult Foster Care facilities, small (7-13 residents), large (13-20 residents), and congregate (more than 20 residents), are licensed by the Department of Human Services. These facilities provide supervision, assistance, protection, and personal care in addition to room and board. Many of these residents are incapable of self-preservation because of age or physical or mental infirmity. The Fire Marshal Code Administration Division conducts fire safety plan review and inspection prior to the issuance of a license by the Department of Human Services.

Child Caring Institutions vary from a 6-bed open facility to a 200-bed secure facility where children are locked in and prevented from egress or self-preservation due to security measures. These facilities are organized to receive minor children for care, maintenance, and supervision, usually on a 24-hour basis, in buildings maintained by the institution for that purpose and operated throughout the year. They include agency group homes and institutions for the mentally retarded or emotionally disturbed child and a maternity home for the care of unmarried mothers who are minors. Currently there are approximately 230 licensed institutions.

Child Day Care Centers care for preschool or school age children for periods less than 24 hours in a day where parents or guardians are not immediately available for the children. There are currently approximately 4,788 centers licensed for approximately 292,450 children. Because of age, concentration of children, and variations in size and locations of centers, the enforcement of minimum fire safety requirements is critical. The Child Care Section is also responsible for all fire safety training and inspections in Child Day Care Centers under the Qualified Fire Inspectors Program. This program provides biennial fire safety inspections for licensure and independent fire safety consultation as necessary.

Children's Camp facilities are residential, day, troop, or travel camps conducted in a natural environment for school children over four years of age, away from their parents, legal guardian or relatives for five or more days in a two-week period. There are approximately 280 camp programs that provide care and supervision for the same group of children for usually not more than 12 weeks. The Child Care Section is responsible for plan reviews, fire safety training, and inspections in Children's Camps under the Qualified Fire Inspector Program.

Health Care Facilities: Occupants of these facilities are generally not capable of self-preservation or evacuation in the event of a fire or other emergency. The division conducts construction and fire safety system shop drawing plan reviews of all new construction, additions, and remodeling of health care facilities for compliance with the Health Care Fire Safety Rules.

Penal Institutions: There are 38 state, 80 county, and numerous local penal institutions. These facilities are locked down and the occupants prevented from fire egress and self-preservation for security measures. The bureau conducts fire safety construction plan reviews for new construction, remodeling, or additions to these facilities.

Schools: Children, by reason of age and the high concentration within a relatively small area, must be provided an environment that promotes adequate levels of fire safety. The bureau provides construction plan review for all new construction, additions, and remodeling of all K-12 schools, colleges, and universities, both public and private.

Fire Alarm and Suppression Systems: Shop drawing reviews and inspections are conducted to assure proper installation, operation, and maintenance of fire alarm and fire suppression systems in regulated critical care facilities. Firms involved in this program shall be certified by the Bureau of Fire Services and are required to have qualified persons oversee work performed and document that all code requirements have been met. Currently, there are 195 Suppression Certified Firms, 214 Fire Alarm Certified Firms and 642 qualified persons in the program. Firms are recertified every three years, and every new fire alarm and fire suppression project in a regulated facility as identified in Public Act 207 as Amended, shall be documented upon completion by the qualified person(s). For

FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

additional information, refer to Public Act 144.

Fire Safety Rules enforced by the Bureau of Fire Services require regulated facilities to be constructed with a specific level of resistance to fire and have sufficient exiting. The rules mandate fire alarm and fire suppression systems with specific design characteristics and performance capabilities which coordinate with the fire resistance and exiting requirements of the facility.

State Fire Safety Board: The State Fire Safety Board was established through PA 207 of 1941 as Amended. The mission of the State Fire Safety Board is for the protection of life and property from fire, smoke, hazardous materials and fire related panic in public facilities in cooperation with the State Fire Marshal, the Bureau of Fire Services and related organizations throughout the state.

The State Fire Safety Board provides for the development of fire safety rules covering the construction, operation, and maintenance of: schools, health care facilities, penal facilities, state owned or leased facilities and the operation and maintenance for public assembly and other buildings, and oversight of delegated fire inspection responsibilities.

The Board serves as the administrative hearing body on decisions made by the Bureau of Fire Services pursuant to Section 29.3c(6) of Public Act 207 of 1941 as Amended. Written requests for appeal include:

- A copy of the variance request sent to the Bureau of Fire Services
- A copy of the Bureau of Fire Services letter of denial.
- A concise statement of the reason(s) the Bureau of Fire Services application or interpretation of the rule should be modified.

Upon receipt of a request for appeal, the State Fire Marshal examines the appeal to determine appropriate jurisdiction and whether the information provided meets the requirements of Public Act 207, the Fire Prevention Code.

National Fire Incident Reporting Program: Public Act 207, Section 29.4 and 29.5g require the chief of each organized fire department in Michigan to file a complete incident report with the Bureau of Fire Services.

At present, Michigan has 1,072 fire departments. During 2007, 66 percent or 678 departments utilized NFIRS to comply with Michigan's mandate for reporting. Michigan law requires the reporting of:

- All fires
- All hazardous materials incidents
- All civilian injuries and deaths association with a fire
- All fire service injuries and deaths, whether associated with a response or not

The Bureau of Fire Services will continue to encourage fire departments to report as required by Michigan law. During the coming months, the Bureau of Fire Services expects the level of reporting to increase.

FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

Through the provision of an automated reporting system, the State Fire Marshal, the Bureau of Fire Services, and local fire departments are able to ensure accurate data and documentation of fire department activities. Through analysis of the data Michigan is able to determine the needs of the fire service, priorities for the state, and justification for funding.

Act 144 Certification: Certification of Firms for Fire Alarm Systems and Fire Suppression Systems in State Regulated Facilities Qualifying Persons.

The Michigan Fire Prevention Code, Public Act 207 of 1941 as Amended, Section 29.3c (5) as amended states:

“(5) The Bureau of Fire Services shall promulgate rules as provided under section 2a for the certification of a firm that does any of the following:

- (a) Installs, modifies, or documents the installation or modification of a fire suppression system.
- (b) Documents the installation or modification of a fire alarm system.
- (c) Performs testing, servicing, inspections or maintenance that has not been exempted by the rules promulgated by the Bureau of Fire Services on fire alarm systems or fire suppression systems.
- (d) Submits a drawing, plan, or specification of a fire alarm system or fire suppression system to the Bureau of Fire Services for approval under section 29, except an architect or professional engineer licensed under article 20 of the occupational code, 1980 PA 299, MCL 339.2001 to 339.2014.”

MCL 29.26 states:

“1) Except as provided in subsection (3), a firm located or operating in this state, unless certified under this section, shall not do any of the following:

- a. Install, modify, or document the installation or modification of a fire suppression system.
- b. Document the installation or modification of a fire alarm system.
- c. Perform a test, service, inspection, or item of maintenance that has not been exempted by the rules promulgated by the Bureau of Fire Services on a fire alarm system or fire suppression system.
- d. Submit a drawing, plan or specification of a fire alarm system or fire suppression system to the Bureau of Fire Services for approval under section 29.

2) The Bureau of Fire Services shall certify a firm that submits a drawing, plan or specification of a fire alarm system or a fire suppression system or that installs, modifies, tests, services, inspects, maintains or documents the installation or modification of a fire alarm system or a fire suppression system if the firm does both of the following:

- a. Meets the requirements established by rules promulgated under section 3c.
- b. Pays a fee of \$155.00 to the Bureau of Fire Services

FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

3) Subsections (1)(d) and (2) do not apply to an architect or professional engineer licensed under article 20 of the occupational code, 1980 PA 299, MCL 339.2001 to 339.2014.”

State Fire Safety Board promulgated rules state:

R 29.2803 Firm Certification

Rule 3. A firm shall not be certified under these rules unless the firm employes a qualifying person to actively supervise the technical aspects of the installation, modification, testing, servicing, inspection, maintenance, and documentation of required fire alarm systems and required fire suppression systems performed by the firm. Each design location of a firm performing the operations specified in this rule shall be certified and shall be considered a separate certified firm for the purpose of these rules.

R 29.2804 **Qualifying** person; qualifications generally.

Rule 4. The qualifying person specified in R 29.2803 shall possess technical qualifications in each category for which the firm is to be certified. A qualifying person may only perform the duties of a qualifying person for one certified firm. A qualifying person may work in more than one design location provided that he or she is not the sole qualifying person for that discipline at the other design location.

Certified Fire Inspector Program: This certification program utilizes the National Fire Protection Association (NFPA) Fire Inspector I certification process to certify fire inspectors in Michigan. The program is based on the job performance requirements of [NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner 2003 edition](#). Applicable sections of [NFPA 1033, Standard for Professional Qualifications for Fire Investigator 2003 edition](#) and [NFPA 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator 2005 edition](#) were utilized in the development of Section 6, Continuing Education.

Certification Requirements

State Certified Fire Inspectors (SCFI) must earn a minimum of 10 continuing education points per year and a total of 60 points during the three-year recertification period. Inspectors entering the cycle at a point less than three years will be prorated in accordance with the existing certification cycle. Continuing education points may be obtained by participating in approved educational activities, which has as its primary objective the increase of professional competence of fire inspectors. The activity must be an organized activity directly related to the practice of fire and life safety or the duties of a fire inspector. Points are awarded on a contact hour basis.

The Bureau of Fire Services continues to work very closely with the Michigan fire service to update fire inspectors on pertinent issues relative to fire and life safety.

State Certification Requirements

All persons who desire to be certified as a State Certified Fire Inspector shall meet all of the following basic requirements:

1. Be 18 years of age or older
2. Have graduated from an accredited high school or have received a general education development test certificate from the Department of Education.
3. Be able to read and write English.

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FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

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4. Be of good moral character. A conviction of a misdemeanor or felony, which involves theft, dishonesty or false statement, shall be considered an indication that a person is not likely to serve in a fair, honest and open manner.
 5. Have not been convicted of any misdemeanor or felony reasonably related to, and adversely affecting the person's ability to perform as a fire inspector.
 6. Be employed by a governmental agency as a fire inspector supervisor, or a fire inspector conducting fire inspections a minimum of four (4) hours per week.

This program is designed to certify those individuals who wish to obtain State Certification as a fire inspector and/or obtain delegation of authority to conduct fire safety inspections on behalf of the State Fire Marshal in state regulated facilities pursuant to Public Act 207 of 1941, as Amended, the Michigan Fire Prevention Code. This program does not prohibit a city, village or township from employing persons who are not state certified as fire inspectors to conduct fire inspections under the locally adopted fire code.

Certified Fire Inspector (CFI) Training Program

The Certified Fire Inspector Training Program provides extensive fire code enforcement training for Michigan Fire Inspectors. Certified fire inspectors are required to be recertified every three years. The section is responsible for coordination, in conjunction with an external committee of nationally recognized fire inspectors, of a certified fire inspectors training program developed by the National Fire Protection Association. The section is also responsible for maintaining records and approving courses for Fire Inspector Recertification.

Recertification for State Certified Fire Inspectors: Previously, SCFI's have been required to be recertified biennially. Due to the redesign of the format of the inspector training within the state, it is unclear whether this system will remain and in what fashion. Rules have been revised and are currently scheduled for public hearing.

Office of Fire Fighter Training/Michigan Fire Fighters Training Council: The Michigan Fire Fighters Training Council (MFFTC) was established by Public Act 291 of 1966 as Amended. the governor appoints six members with the seventh being the State Fire Marshal as an ex-officio member. Council members represent the Michigan Fire Service Instructors Association, the Michigan Association of Fire Chiefs, the Michigan Municipal League/Michigan Townships Association, the Michigan Professional Firefighters Union, the Michigan State Firemen's Association and the State Fire Marshal.

The Office and Council are responsible for the following:

- Prepare and publish advisory standards for the selection of fire fighters
- Prepare and publish training standards
- Establish instructor qualifications and certification
- Establish courses of study
- Evaluate qualifications and certify instructors
- Develop and administer certification examinations for new fire fighters
- Develop/provide electronic forms of video display to assist in the training of fire fighters
- Establish regional training centers to assist with fire fighter training

FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

- Cooperate with state, federal and local agencies for training of fire fighters
- Issue certificates of training and maintain individual training records

The OFFT serves the training needs of the state's 1,072 fire departments and 33,000 fire fighters. Fire Departments are divided into four categories Paid (52), Part Paid (142) Non Paid (56) and Combination (821). Fire Fighters are divided into three categories: Paid (9,001); Part Paid ((17,785) and non-paid (4,683).

Services provided include:

- **Mandatory Fire Fighter Testing:** Public Act 291 of 1966, as Amended, requires new fire fighters to pass a certification exam. An exam is administered at the conclusion of each Fire Fighter I & II program. Upon request the OFFT is required to administer the exam in each county at least once a year.
- **Curricula:** The OFFT maintains a menu of over 50 courses ranging from basic fire fighter training to administrative level courses for fire officers. If courses meeting Michigan's needs are available commercially or from the National Fire Academy, they are given first consideration. Staff develops additional courses and supplemental materials.
- **Driver Training:** The Michigan Vehicle Code exempts fire fighters that successfully complete the OFFT Driver Training Course from obtaining a commercial driver license (CDL). This is of significant benefit to all fire departments.
- **Course Materials:** The OFFT provides administrative materials for all courses. Student manuals furnished by the National Fire Academy are distributed through the OFFT, as the Academy does not have the resources to deal directly with individual fire departments.
- **Video Loan Library:** The OFFT maintains a library of over 400 current fire training videotapes. The library supplements the courses offered and are available upon request. The estimated replacement cost of the library is \$40,000. This service is used with great frequency because few departments can afford to purchase their own videotapes.
- **Certified Instructors:** The OFFT certifies and maintains a list of approximately 1,500 instructors who are authorized to instruct OFFT courses. They contract with the County Training Committees, Regional Training Centers and individual fire departments. There are certified instructors in every county in the state to accommodate the delivery of training.
- **Instructor Liability:** Public Act 456 of 1988 grants immunity to OFFT certified, approved and contracted instructors for tort damages caused by ordinary instructor negligence. This vital component of the fire training system is reliant upon the participation of the OFFT.
- **Allocation of County Training Funds:** At the beginning of the state's fiscal year, each County Training Committee is notified of their annual training allocation which is based on the number of fire fighters. These funds are used to pay instructor costs.
- **Record Keeping:** Certificates of training and certification are issued upon successful completion of the requirements established by the OFFT. Since October 1, 1996 an electronic record has been maintained of *all* training an individual receives through the OFFT. Prior to that time, only records of Fire Fighter I & II, Driver Training and Fire Officer I, II and III certifications were maintained electronically.

FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

Web Site: All OFFT programs and services can be accessed electronically through the web site at www.michigan.gov/bfs.

Program services are provided by:

- **Director of the Office of Fire Fighter Training:** The Director is responsible for statewide implementation and administration of training programs mandated by the Fire Fighters Training Council Act, Public Act 291 of 1966 as Amended. This position is also responsible for programs administrations, personnel management, fund disbursement, and represents the Bureau of Fire Services at various meetings and functions. This position manages and supervises the Michigan Fire Fighters Training Council operations.
- **Curriculum Specialist:** This position is in charge of the Curriculum Services Unit at the OFFT central office in Lansing and has the following responsibilities:
 - Directs evaluation, implementation and maintenance of curricula
 - Directs evaluation, implementation and maintenance of testing and certification programs
 - Directs development/procurement and distribution of training materials
 - Directs field administration of OFFT programs and services
 - Directs management of OFFT computerized Information Management system
 - Conducts train-the-trainer programs for instructors
 - Serves as liaison to National Fire Academy
- **Region Supervisors:** The OFFT divides the state into two regions and has a Region Supervisor in charge of each. Region 1 consists of 55 counties and is based at Marquette; Region 2 has 28 counties and is based in Grand Rapids. Each Region Supervisor has the following responsibilities:
 - Supervises the evaluation of instructors and training classes
 - Approves the establishment of training classes
 - Approves contracts for funded classes
 - Supervises administration of fire fighter certification examinations
 - Provides technical direction and assistance regarding training, testing and certification
 - Investigates violations of OFFT policy requirements
 - Assists with train-the-trainer programs for instructors
 - Assists with curriculum development
 - Assists with development and revision of policies and procedures
- **Training Coordinators:** The OFFT has 19 Training Coordinators (*contract employees*), each assigned to a region, to assist the Region Supervisor with delivery of programs and services. To apply for a position an applicant must be an OFFT certified instructor with a minimum of ten years fire service experience preferred. Training Coordinators receive an hourly rate of pay from which they pay for their own transportation, meals and lodging. They receive all work assignments from the Region Supervisor. Each Training Coordinator has the following responsibilities:
 - Provides assistance regarding training, testing and certification
 - Evaluates instructors and classes
 - Proctors fire fighter and fire officer certification exams

FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

- **County Training Committees:** The OFFT established a County Training Committee in each of the 83 counties to assist with the delivery of training. They are structured to represent the fire departments and fire service organizations within the county. The committees are of critical importance to the delivery of OFFT programs. Each County Training Committee provides the following services:
 - Surveys county training needs
 - Schedules and coordinates training
 - Authorizes expenditure of OFFT allocated county training funds
 - Disseminates training information
- **Regional Training Centers:** There are 13 colleges and 3 municipal owned training facilities that are OFFT approved Regional Training Centers. They deliver training to meet the needs of individuals, local fire departments and County Training Committees. They are:

Alpena Community College
Central Upper Peninsula RTC
Delta Community College
Detroit Fire Academy
Grand Rapids Fire Academy
Kalamazoo Valley Community College
Kirkland community College
Lake Superior State University

Lansing Community College
Macomb Community College
Muskegon Community College
Northwest Regional Training Center
Oakland Community College
St. Clair Co. Community College
Schoolcraft Community College
Wayne Co. Community College

Hazard Mitigation and Response: The Fire Prevention Code, section 29.5g mandates the immediate reporting of a fire, explosion, spill, leak, accident, or related occurrence that involves the transportation, storage, handling, sale, use, or processing of hazardous material to the Bureau of Fire Services. Prior to 2003, an 800 number was readily available for this purpose. That reporting function has since been discontinued and not reinstated. Most businesses or first responders possibly report this information to the Department of Environmental Quality or the Michigan State Police. Reinstatement of a process to ensure mandatory reporting is yet to be completed.

It is the responsibility of the Bureau of Fire Services to consult with the local first responders in determining appropriate emergency measures, ensure that federal, state, and local authorities and agencies notify the owner or owners of the firm or vehicle involved, cause an investigation to be made to determine the cause and related factors surrounding the incident and ensure a report of findings is filed and maintained at the Bureau of Fire Services.

Under current statute, the Department of Environmental Quality handles the oversight of hazardous materials compliance. The Michigan State Police, Motor Carrier Division oversees transporting of hazardous materials. Reports related to hazardous materials incidents are not maintained at the Bureau of Fire Services.

Fire Investigations: Executive Order 2003-18 delineated responsibility for fire investigations to stay within the Michigan Department of State Police. In late 2006, the Fire Prevention Code was amended based on Executive Directive 2005-10. The State Fire Marshal and Bureau of Fire Services do not complete investigations of fires, fire related deaths, firefighter deaths or matters related to investigations. The investigative aspect of fires and related incidents has remained with the Michigan State Police.

FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

Fire Marshal Inquiry: The Fire Marshal Inquiry program requires the State Fire Marshal to issue authorization to those trained and qualified to perform such duties. At present, no authorizations have been issued. Without such authorization, the potential for problems with investigations utilizing the Fire Marshal Inquiry could result in dismissal of documents, records, and testimony received in court, thereby jeopardizing investigations and convictions related to deliberately set fires in this state.

Insured Fire Loss Reporting: MCL 29.4 requires fire insurance companies authorized to do business in this state to promptly report information concerning insured fire losses to the Bureau of Fire Services. Michigan has had in place a data system for such reporting. During 2007, 46 reports were submitted via paper form for entry into the system and during 2008, 58 reports were submitted via paper form for entry into the system. To date, the data system is neither fully operational nor available for use by insurance companies. To ensure reporting of these incidents, it is recommended meetings with the Commissioner of Financial and Insurance Services occur to determine any legal restrictions related to an insured's information and any reporting restrictions established by private insurers or by federal law.

Fireworks and Explosives Permits: The Bureau of Fire Services continues to process and forward all fireworks permits to the city, township, and village clerks for the appropriate location of a display. Explosive permits are handled by the Michigan State Police where records of all permits are maintained. Michigan was the first state in the nation to enact restrictions for fireworks. Violation of this act is a misdemeanor under current law.

Public Fire Education: Public Fire Education is provided to ensure a safe environment and facilitate implementation of fire safety education in every community in the State of Michigan. MCL 29.19 mandates fire safety drills in all of Michigan's educational facilities including K-12, charter schools, colleges, universities and dormitories. The Michigan State Police Emergency Management Division is responsible for coordinating these drills.

In the late 90's the State Fire Marshal established a public education advisory group with the mission of identifying problems, needs, solutions, and strategies to enable local fire departments to provide an effective public fire education program in their community and to ensure collaborative efforts among the fire service, law enforcement, educators, and administrators.

This group developed curriculum for local fire departments to use in delivery of public fire education programs in their communities, provide training to local fire departments in the implementation and delivery of a public fire education programs, and to identify materials for use in delivery of public fire education programs.

Grant dollars provided funding for materials involving state, national, and community partnerships through a variety of resources. These organizations helped to identify successful programs that can be incorporated into curriculums, coordinated a statewide public education conference, promoted public education strategy through attendance at statewide fire association conferences at regional and county meetings, and provided educational updates in a variety of fire service publications.

Fire departments throughout the state were provided the opportunity and materials to present a standard curriculum within a classroom setting. Coalitions were successful with fire departments, educators, parents, and students thus reinforcing a fire safe environment in our classrooms.

During the transfer of responsibilities from the Bureau of Construction Codes, the summer of 2003, all fire safety education materials were misplaced or destroyed.

FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

The bulk of this material had been provided through federal grant dollars, foundation contributions and private donations. It is the goal of the State Fire Marshal to revisit the fire education program by evaluating current needs thus ensuring our citizens of a fire safe community. Meetings with fire safety organizations including the Michigan Fire Inspectors Society, Michigan Association of Fire Chiefs and others have generated a Public Service Announcements regarding various fire safety tips.

Child Firesetting and Juvenile Arson Program:

The current program includes a statewide resource directory on the Bureau of Fire Service Website. The previously developed training was funded through the Michigan Commission on Law Enforcement Standards 302 Grant. No state funds have been allocated to continue training in a collaborative capacity. A variety of Michigan fire organizations offer different levels of training in accordance with NFPA 1035, but do not have the ability to offer a standardized, collaborative team approach to child firesetting or juvenile arson.

CRITICAL GOALS/MAJOR OBJECTIVES

Program Goals:

- Seek alternative funding sources including federal, state, and local funding opportunities. Review current fee structure; implement revisions pending statutory changes.

<u>Highlight status</u>	<u>Strategy</u>
Gr Green	1.1 Comment: Legislation is pending, HB 5036, to change the Bureau's funding and fee structures. The bureau continues to research alternative funding opportunities through foundations, associations, and federal grants.

- Review services provided by the Bureau to ensure responsiveness to our stakeholders at all levels.

<u>Highlight status</u>	<u>Strategy</u>
Gr Green	1.1 Comment: The bureau continues to review services provided and adjusting responsiveness as recommended through review as resources allow.

- Provide consistent fire safety inspections through uniform code application and enforcement.

FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services


<u>Highlight status</u> Gr Green	<u>Strategy</u> 1.1 Comment: All bureau plan review and inspection staff attended the Michigan Fire Inspector's Annual Conference September 2008 to receive training. Additional training should be scheduled for 2009 to continue to apply and enforce the code in a consistent manner.
• Conduct plan and shop drawing reviews in a timely manner providing consistent and uniform fire safety code application.	
<u>Highlight status</u> Gr Green	<u>Strategy</u> 1.1 Comment: Staffing levels had prevented a more timely response to plan reviews. The bureau recently filled two plan review positions that had been vacant for an extended period of time, thereby creating a longer response time. The hiring of these two positions one on 11/17/08 and one on 12/15/08, shall ensure timely reviews once staff have been trained and are proficient (approximately 6 months).
• Rewrite of administrative rules to comply with legislative changes at both state and national levels. Incorporate appropriate international standards.	
<u>Highlight status</u> Gr Green	<u>Strategy</u> 1.1 Comment: We are involved with several ad hoc committees for administrative rule processing. It is anticipated that 50% of the administrative rules will be complete by end of fiscal year. The Health Care Facilities Fire Safety Rules completed Public Hearing on 10/28/08, and results will be presented to the State Fire Safety Board on 12/4/08. The Adult Foster Care Ad-Hoc Committee has been meeting for over a year. The State Fire Prevention Code Ad-Hoc Committee has met twice. The Fire Inspector Certification Rules are scheduled for Public Hearing in February 2009.
• Review of fire instructor qualifications to incorporate standard education methodology and uniformity of trainers throughout the fire service.	

FY 2008 Annual Program Performance Measures


DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION


PROGRAM: Fire Services

<u>Highlight status</u>  Green	<u>Strategy</u> 1.1 Comment: Staff and MFFTC council members are currently reviewing qualifications, standards, and methods of training. Staff and MFFTC council members have completed the review and update of the current Fire Fighter I and II course to meet the national standard, NFPA 1001, 2008-edition. This will be implemented beginning the Fall, 2009.
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- Review and update current firefighter training council curriculum. Consider alternative training methods to increase opportunities via teleconference, web-based, or interactive training.

<u>Highlight status</u>  Green	<u>Strategy</u> 1.1 Comment: This goal coincides with the qualifications, standards and methods of training currently being reviewed and implemented above.
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- Reinstate inspections of places of public assemblage to prevent the possibility of a similar tragedy as the Station Nightclub in Rhode Island

<u>Highlight status</u>  Red	<u>Strategy</u> 1.1 Comment: These inspections are not currently being handled at either the state level. It is imperative that Michigan reinstate this program to ensure the safety of our citizens. Due to lack of funding.
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- Reinstate inspections of educational facilities to ensure the safety of our youth

FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services


<p><u>Highlight status</u></p> <p> Red</p>	<p><u>Strategy</u></p> <p>1.1</p> <p>Comment: Due to lack of funding and positions the bureau is not currently meeting this goal due to lack of funding.</p>
<p>• Reinstatement training of fire inspectors within the Bureau of Fire Services to provide for mentoring at the local level and ensuring qualified expert witnesses.</p>	
<p><u>Highlight status</u></p> <p> Green</p>	<p><u>Strategy</u></p> <p>1.1</p> <p>Comment: We are reviewing current levels of training including alternative methods of providing the training in accordance with NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner. Professional staff received minimal training since 2003 to ensure compliance with the federal government. The bureau is planning to conduct LSC training at the completion of adoption of the new Health Care Facilities Fire Safety Rules, NFPA 101, 2006-edition. NFPA has agreed to provide a trainer from their staff at no cost to come to Michigan and train all bureau staff. Funding must be acquired to provide for lodging, meals and transportation for field staff.</p>
<p>• Meet federal requirements and performance standards to maintain federal funding.</p>	
<p><u>Highlight status</u></p> <p> Green</p>	<p><u>Strategy</u></p> <p>1.1</p> <p>Comment: We continue to monitor and maintain requirements and standards as established at the federal level. Professional staff received minimal training since 2003 to ensure compliance with the federal government. The federal Centers for Medicare and Medicaid Services is currently following behind survey staff conducting Federal Monitoring Surveys within 60 days of the state agency survey to compare survey findings. A quarterly conference call is being held by CMS and SA to review findings and/or citations missed. Results of these surveys shall be used to develop surveyor training during fiscal year 2009.</p>
<p>• Establish committees to consider needs and increase communications among stakeholders including a review of previously funded programs.</p>	

FY 2008 Annual Program Performance Measures


DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION


PROGRAM: Fire Services

<u>Highlight status</u>  Green	<u>Strategy</u> 1.1 Comment: Committees have been established, meetings have been held and we are working toward this goal.
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- Develop a statewide Child Firesetting and Juvenile Arson training in collaboration with the Michigan Arson Prevention Committee and the Michigan Fire Instructors Society to ensure a standardized protocol for the fire service.

<u>Highlight status</u>  Red	<u>Strategy</u> 1.1 Comment: We are not currently meeting this goal due to lack of funding.
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- Incorporate recommendations of Michigan's Child Death Review Task Force to reduce the number of child fire deaths through education and intervention.

<u>Highlight status</u>  Red	<u>Strategy</u> 1.1 Comment: The previously established public fire education program has not been accessible due to information technology changes. Current requests for conversion are pending. At that time, a review of the entire curriculum will be required. No progress has been made due to lack of staffing and funding.
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- Provide a web-based newsletter.

FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

<u>Highlight status</u>	<u>Strategy</u>
 Green	1.1 Comment: A web-based newsletter has been developed and is currently published on a monthly basis. This newsletter is currently being put together by a student position and over seen by the director of the FFTC.

Processes/Services

Our processes and services are developed and improved through constant communication with our stakeholders.

FY 2008 Annual Program Performance Measures

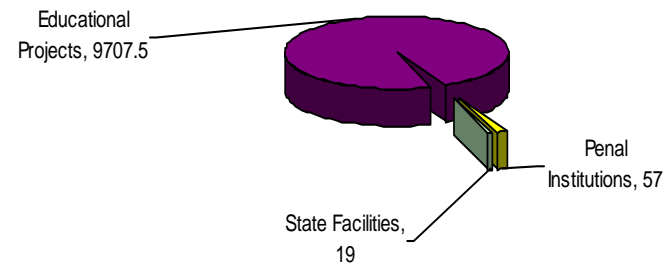
DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

PROGRAM ACCOMPLISHMENTS:

**2007-2008 Fire Safety Inspections
Educational, Penal, and State Facilities**



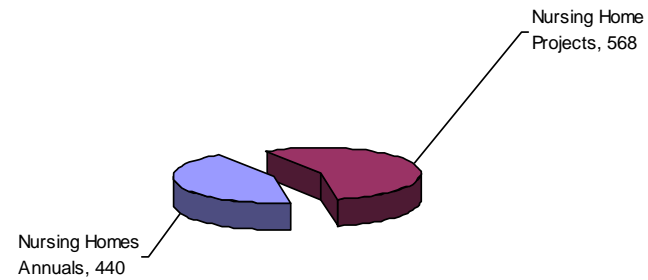
FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

2007-2008 Fire Safety Inspections
Nursing Homes

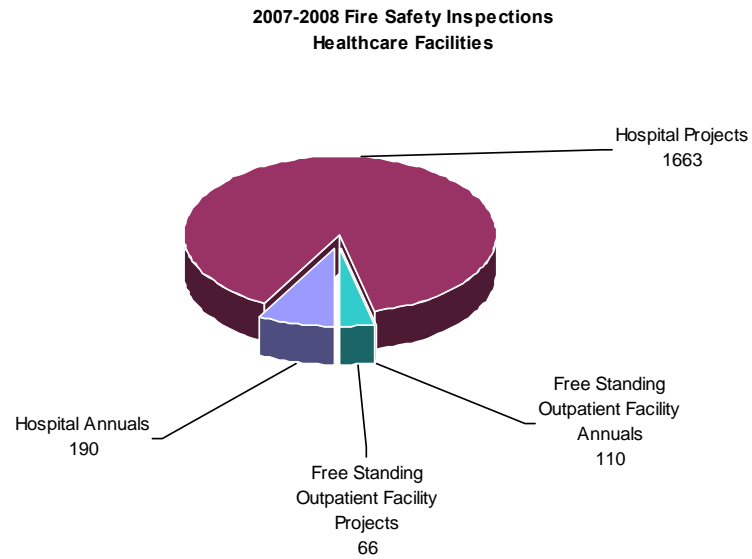


FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

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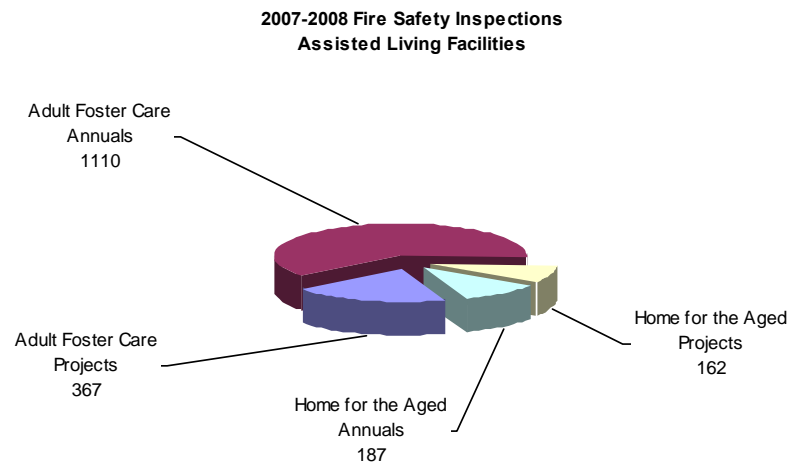


FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

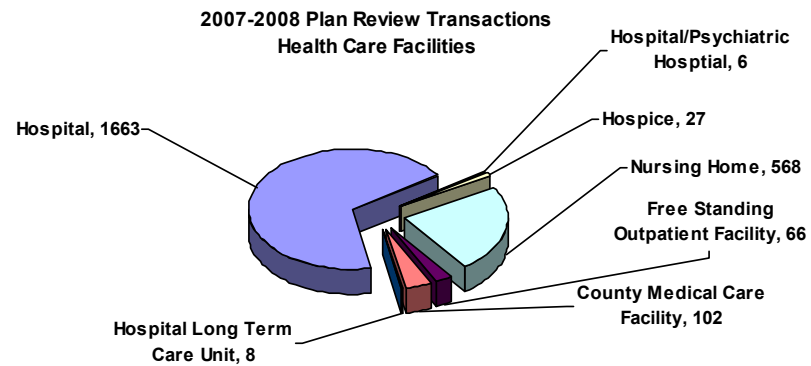


FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services



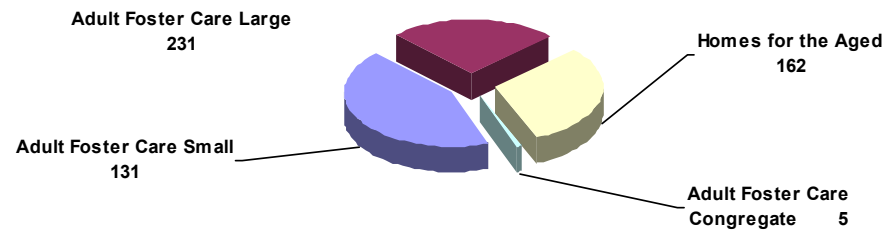
FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

2007-2008 Plan Review Transactions
Assisted Living Facilities



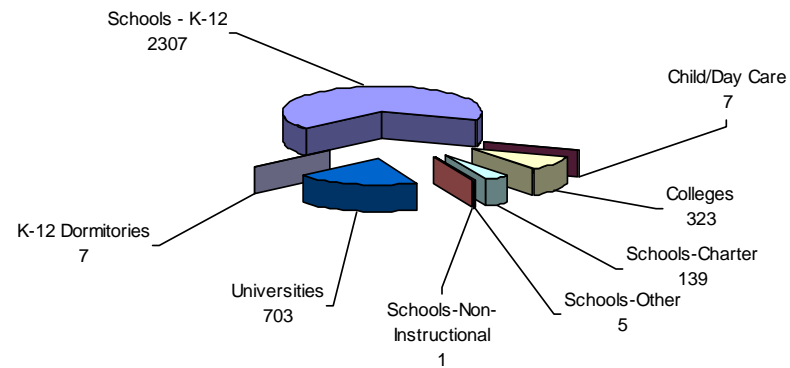
FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

2007-2008 Plan Review Transactions
Educational and Child Care Facilities



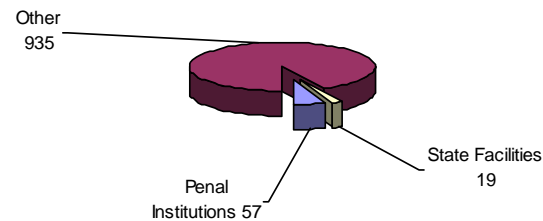
FY 2008 Annual Program Performance Measures

DEPARTMENT: MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH

APPROPRIATION UNIT: OCCUPATIONAL REGULATION

PROGRAM: Fire Services

**2007-2008 Plan Review Transactions
Miscellaneous Facilities**



CHALLENGES FOR FY09 and BEYOND:

- Working with Department Budget Office to successfully maintain the level of service our customers require.
- Developing a succession plan to insure there is no decline in service as staff retires or leaves. During the past several years, positions have been lost to retirement, program transfers or budget constraints. It is essential for the protection of our citizens to fill all fire inspection and plan review positions within the Bureau.
- Continuing to improve our services in light of budget and hiring "freezes".
- Maintaining a level of professional training to ensure compliance with federal standards and protection of lives. Without proper training federal funding is at risk.
- Establishing and staffing an inspection program for places of Public Assemblage to avoid similar situations to the Rhode Island Night Club.